IPER Resource Center – Examples of Content at National and State/Territorial Levels

This table is intended to provide an overview of the structure and intended content of the IPER Resource Directory. Specific agencies, organizations, and companies are cited as examples only. This is far from a comprehensive list and will be fleshed out over the next year.

Resource Directory Sections	Links to National Resources To be compiled by IPER staff and advisors	Links to State/Territorial Resources To be compiled by state/territorial Leadership and Instructional Teams
Laws, regulations, ordinances, rules	Federal statutes and regulations re: records retention and disposition, storage, permanent media, access	Montana Codes Annotated http://data.opi.mt.gov/bills/mca_toc/2_6.htm http://data.opi.mt.gov/bills/mca/2/6/2-6-206.htm http://data.opi.mt.gov/bills/mca/2/9/2-9-201.htm MT Administrative Rules http://www.mtrules.org/gateway/ChapterHome.asp?Chapter=44.14 State Emergency Response Plan Secretary of State – State and Local Retention Schedules http://www.sos.mt.gov/RMB/State_Forms.asp http://www.sos.mt.gov/RMB/Local_Forms.asp Department of Admin-Information Technology Services Division Backup and Archive Policy http://itsd.mt.gov/content/policy/policies/Statewide_Policy_LAN_Backup_and_Archiving_Plan.pdf MT Operations Manual - MOM http://dma.mt.gov/CentServices/Policies/jw%20DMA%203-0212%20Emergency%20Event%20Compensation.pdf http://data.opi.mt.gov/bills/mca/10/3/10-3-103.htm
	National Response Framework Emergency Support Function (ESF) #11 National Infrastructure Protection Plan (NIPP)	State of MT Hazardous Materials Response Plan http://dma.mt.gov/des/Library/Volume%20XII%20-%20HazMat%20Response%20Plan/HazMat_Plan.asp

Standards, guidelines, advice, tips	ANSI/ARMA 5-2003, Vital Records Programs: Identifying, Managing, and Recovering Business-Critical Records NAGARA http://www.nagara.org/displaycommon.cfm?an=1&subarticlenbr=70 Ready.gov http://www.ready.gov/	Secretary of State-Records and Information Management http://www.sos.mt.gov/RMB/index.asp Department of Administration – Information Technology Services Div http://itsd.mt.gov/default.mcpx MT Historical Society – State Archives http://mhs.mt.gov/ MT eRIM Steering Committee http://www.sos.mt.gov/RMB/committees/erim.asp
Glossaries, definitions	FEMA Glossary http://training.fema.gov/EMIWeb/IS/is14/glossary.htm Society of American Archivists' Glossary http://www.archivists.org/glossary/ CoSA glossary and acronyms list http://www.statearchivists.org/arc/states/res_gloss.htm ARMA http://arma.org/	Secretary of State-Records and Information Management *Electronic Records and Information Management (eRIM) Glossary of Terms (draft)* http://dma.mt.gov/CentServices/Policies/jw%20DMA%203-0212%20Emergency%20Event%20Compensation.pdf MT Codes Annotated 10-3-103 http://data.opi.mt.gov/bills/mca/10/3/10-3-103.htm
Service and supply providers: government, nonprofit, for-profit		

Publications	Professional associations (national office) serving state and local government officials and the fields of archives/records, emergency management, IT	State chapters, affiliates of national associations, e.g., ARMA chapters, municipal leagues, associations of clerks and recorders
		Big Sky Chapter of ARMA http://bigskyarma.org/
	ARMA http://arma.org/	MT Leagues of Cities and Towns http://www.mlct.org/
		Montana Association of Clerks & Recorders http://www.umca.org/links.htm
		Department of Administration-Print and Mail Services Bureau http://gsd.mt.gov/agency/printmailservices.asp
		Secretary of State-Records and Information Management http://www.sos.mt.gov/About_Office/Publications.asp
		MT Department of Emergency Services http://dma.mt.gov/des/Library/SECP/MT%20Disaster%20&%20Emergency%20Plan/Volume%20III_Donations%20Management/Sections/Section%20II.pdf
		Department of Administration-Risk Management and Tort Defense http://rmtd.mt.gov/
	Preservation/conservation organizations, national	Regional/state preservation/conservation consortia MT Historical Society – State Archives http://mhs.mt.gov/

Training	National Archives & Records Administration (NARA), including Regional Branches	State archives & records management programs: http://mhs.mt.gov/ http://sos.mt.gov/RMB/index.asp
	Ready.gov http://www.ready.gov/	MT Office of Community Services http://mt.gov/mcsn/
		State emergency management agencies: Department of Administration-ITSD-Security and Continuity Services http://itsd.mt.gov/default.mcpx
		MT Disaster and Emergency Services http://dma.mt.gov/des/
		Dept of Administration-Risk Management and Tort Defense http://rmtd.mt.gov/training/default.asp
	Professional associations (national office)	State chapters, affiliates of national associations
		Big Sky Chapter of ARMA http://bigskyarma.org/
		MT State Historical Records Advisory Board (SHRAB) http://mhs.mt.gov/research/library/rc_brdscoms.asp
Electronic records management	Lockheed Martin, Tower Software/HP, Microsoft	Secretary of State-Records and Information Management http://www.sos.mt.gov/RMB/index.asp
		Department of Administration – Information Technology Services Div http://itsd.mt.gov/default.mcpx
		MT Historical Society – State Archives http://mhs.mt.gov/
		MT eRIM Steering Committee http://www.sos.mt.gov/RMB/committees/erim.asp

Records-related disaster planning	Preservation/conservation organizations, national	Regional and state preservation consortia Secretary of State-Records and Information Management http://www.sos.mt.gov/RMB/index.asp Department of Administration – Information Technology Services Div http://itsd.mt.gov/default.mcpx MT Historical Society – State Archives http://mhs.mt.gov/ Department of Administration-Risk Management and Tort Defense http://rmtd.mt.gov/
Records recovery – paper and electronic	Belfor http://www.us.belfor.com/index.php?id=11&L=0 Munters air treatment solutions and restoration services http://www.munters.us/en/us/ BMS-CAT http://www.bmscat.com/	Professional local conservators Regional and state preservation/conservation consortia Secretary of State-Records and Information Management http://www.sos.mt.gov/RMB/index.asp Department of Administration – Information Technology Services Div http://itsd.mt.gov/default.mcpx MT Historical Society – State Archives http://mhs.mt.gov/ Department of Administration-Risk Management and Tort Defense http://rmtd.mt.gov/
Archival and conservation supplies	Metal Edge, Conservation Resources, Light Impressions	MT Historical Society – State Archives http://mhs.mt.gov/
Duplication – digitization, microfilm/ fiche	Ancestry.com	Secretary of State-Records and Information Management http://www.sos.mt.gov/RMB/index.asp

Secure offsite storage – temporary and long-term	Iron Mountain	Secretary of State-Records and Information Management http://www.sos.mt.gov/RMB/index.asp Department of Administration – Information Technology Services Div http://itsd.mt.gov/default.mcpx MT Historical Society – State Archives http://mhs.mt.gov/ Department of Administration-Risk Management and Tort Defense http://rmtd.mt.gov/ Montana Record Management http://montanarecordsmanagement.com/
Refrigeration facilities	Refrigerated Trucking Service http://www.refrigeratedtruckingservice.com/refrigerated_trucking_service_locations_usa.html#locations	Department of Administration-Risk Management and Tort Defense http://rmtd.mt.gov/ Refrigerated Trucking Service – Helena, MT Art Villa 406-448-4956 559-908-0685 406-933-5228 Watkins & Shepard Trucking – Helena, MT 406-442-9536 MeadowGold Dairy 1624 Lewis Helena, MT 59601 406-442-4347
Freeze-drying services (vacuum, thermal)	Document Reprocessors 1-800-437-9464	Department of Administration-Risk Management and Tort Defense http://rmtd.mt.gov/

Dehumidification services Moisture, mold removal		Department of Administration-Risk Management and Tort Defense http://rmtd.mt.gov/ Department of Administration-General Services Division Kleen King Mold Remediation – Helena, MT 406-443-0964 Northern Industrial Hygiene, Inc – Helena, MT 406-443-3369 Aspen Consulting and Testing _ Helena, MT 406-451-5188 Advanced Mold Solutions – Belgrade, MT 406-579-3113
Exterminator, fumigation		Department of Administration-Risk Management and Tort Defense http://rmtd.mt.gov/ Orkin, Inc – Helena, MT 1-800-562-5610 Nitro-Green Pest Control Division – Helena, MT 406-443-5088 Wisdom Pest Control – Helena, MT 406-449-7832

Trucking and transportation firms		Department of Administration-Risk Management and Tort Defense http://rmtd.mt.gov/ Refrigerated Trucking Service – Helena, MT Art Villa 406-448-4956 559-908-0685 406-933-5228 Watkins & Shepard Trucking – Helena, MT 406-442-9536 Mergenthaler's Transfer and Storage 406-443-1444 MTS Freight 1450 Carter Drive Helena, MT 59601 406-442-4356
Storage containers & supplies	Metal Edge, Conservation Resources	Department of Administration-Risk Management and Tort Defense http://rmtd.mt.gov/ Pierce Leasing – Storage Containers – Great Falls, MT 800-893-7975

Other: debris removal, locksmith, generators		Department of Administration-Risk Management and Tort Defense http://rmtd.mt.gov/ Department of Administration-General Services Division http://gsd.mt.gov/about/contacting.asp Burdick's Locksmith Services – Helena, MT 901 N Last Chance Gulch St 406-449-6420 Paul's Key & Lock Repair – Helena, MT 406-442-2350 U-Haul Rentals – Helena, MT 990 E Lyndale 406-443-7750 A-1 Rentals – Helena, MT 1400 Cedar 406-442-7690 T&E The Cat Rental Store – Helena, MT 3598 Centennial Dr 406-442-2990
Disaster planning tools	PReP: Pocket Response Plan, from CoSA COSTEP: Model statewide disaster plan for libraries, archives, museums, in development from NEDCC	Department of Administration – Information Technology Services Div SunGard-Strohl-Living Disaster Recovery Planning Systems (LDRPS) http://www.availability.sungard.com/Products+and+Services/Business+Continuity/Recovery+Services/Welcome+to+SunGard+-+Disaster+Recovery/?ga&ag=sunguard Secretary of State-Records and Information Management *Disaster Recovery Plan (draft)*
Risk assessment tools	FEMA Continuity Evaluation Tool, version 6	Department of Administration-Risk Management and Tort Defense Property Inspections or building plan reviews http://rmtd.mt.gov/safetylosscontrol/propertyinspections.asp http://rmtd.mt.gov/safetylosscontrol/buildingplanreview.asp

	CoSA Assessment of Statewide Records-related Emergency Preparedness	
Model contracts	NARA, some state archives	Department of Administration – Information Technology Services Div SunGard-Strohl-Living Disaster Recovery Planning Systems (LDRPS)
Books, articles, videos Summaries of contents, links to download or purchase	Safeguarding a Nation's Identity (CoSA) HENTF V Jones	ARMA International http://www.arma.org/bookstore/Search.cfm Disaster Recovery Journal http://www.drj.com/

Other resources, including whom to contact in an emergency	Emergency Management Assistance Compact (EMAC)	State Emergency Response Commission http://dma.mt.gov/des/library/serc_members.asp MT Disaster and Emergency Services http://dma.mt.gov/des/ Name: Jan Traynor Title: Individual Assistance Officer - Recovery Division Agency: Dept. of Military Affairs - Disaster & Emergency Services Address: 1956 Mt Majo Street PO Box 4789 Ft. Harrison MT 59636-4789 Office phone: (406) 841-3944 Fax: (406) 841-3965 Email: jtraynor@mt.gov Department of Administration – Information Technology Services Div http://itsd.mt.gov/default.mcpx Name: Dawn Pizzini Title: Security and Continuity Services Officer Agency: Department of Administration Address: 118 North Roberts - Capitol Annex Bldg Helena, MT 59620-0113 Office phone: 406 444-2974 Mobile phone: 406-459-0653 Fax: 406-444-2939 Email: dpizzini@mt.gov MT Historical Society – State Archives http://mhs.mt.gov/ Name: Jodie Foley Title: State Archivist Agency: MT Historical Society – State Archives Address: 225 N Roberts Helena, MT 59620-1201 Office phone: (406) 444-7482 Fax: Email: jfoley@mt.gov

Other resources, including whom to contact in an emergency (cont.)		Secretary of State-Records and Information Management http://www.sos.mt.gov/RMB/index.asp Name: Patti Borsberry – IPER Point of Contact (POC) Title: Deputy Agency: Office of Secretary of State Linda McCulloch Address: 1320 Bozeman Street Helena MT 59601 Office phone: 406 444-9009 Mobile phone: 406 439-6442 Fax: 406-444-9002 Email: pborsberry@mt.gov Name: Bonnie Ramey Title: Clerk and Recorder / Assessor Agency: Jefferson County Clerk and Recorder Address: PO Box H Boulder, MT 59632 Office phone: (406) 225-4020 Fax: (406) 225-4149 Email: bramey@jeffco.mt.gov Department of Administration-Risk Management and Tort Defense http://rmtd.mt.gov/ Name: Aric Curtiss Title: Loss Prevention Specialist Agency: Dept of Administration-Risk Management and Tort Defense Address: 1625 11th Ave Helena, MT 59620-0124 Office phone: (406) 444-2421 Fax: (406) 444-2592 Email: acurtiss@mt.gov Department of Administration-General Services Division http://gsd.mt.gov/about/contacting.asp Name: Lou Antonick Title: Emergency Management Planner Agency: Department of Administration-General Services Division Address: 1310 E Lockey Helena MT 59601 Office phone: 406 444-1462 Mobile phone: Fax: 406-444-3039 Email: loantonick@mt.gov